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Bldg. & Grounds
3-1

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RETURN TO

RECORDS SERVICES DIVISION

Chief, Real Estate & Construction Division, LO

3 May 1954

25X1A9a Attention: Mr. [REDACTED]
Chief, Physical Security Branch

25X1A6d
Physical Security Requirements for Proposed Record Center --
[REDACTED]

1. On 27 April 1954, a meeting was held pertaining to the proposed construction of a building in the subject area, to house the Record Center, Records Management Branch, Office of the Controller. Those present were Lieutenant [REDACTED] 25X1A9a
[REDACTED], Commanding Officer, [REDACTED] Messrs. [REDACTED] 25X1A6d
[REDACTED] of Records Management Branch, and, [REDACTED]
Physical Security Branch.

2. Physical Security Recommendations:

a. The establishment of one, 8:30 A. M. to 5:00 P. M., Monday through Friday, guard post, located at the entrance to the building. The responsibilities of this guard would be to control the entrance to the office area and the shipping entrance.

Adequate hourly patrol coverage can be provided during non-working hours by the [REDACTED] Guard Force. 25X1A6d

b. Install ADT Sound Detection System throughout entire Processing and Storage Areas on both floors. This system should be connected to alarm panels located in the residence of [REDACTED] and the Guard Office. 25X1A9a

c. The installation of Mosler, NO. FS-2D, 2-hour fire exposure vault doors (or equivalent) at entrances to Processing and Storage Areas. Doors to be equipped with manipulation-proof combination locks.

d. Install metal safety-type hasps on the four (4) sliding gates in the partition that separates the Processing Area from the Storage Area. Gates to be secured by means of combination padlocks.

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3. The above recommendations are of a preliminary nature and additional security recommendations may be necessary at a later date. The final plans should be submitted to the Physical Security Branch for approval.

25X1A9a

Attachment: Floor Plan

SO:HEJ/jc

Distribution:

25X1A9a

Original & 1 - Addressee
1 - Mr. [REDACTED]
1 - Mr. [REDACTED]
2 - Physical Security Branch

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